

**Texas Works Bulletin: #16-15**  
**MEPD Bulletin: #16-08**

**Date:** September 16, 2016

**To:** Eligibility Services – Regional Directors  
Program Managers  
Eligibility Services Supervisors  
Regional Attorneys  
Hearings Officers

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**Subjects: Extension of Certification Periods for Certain Households**

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Bulletins are sent to supervisors and other regional managers. Supervisors must share this information with all eligibility staff. Please ensure that copies are provided to staff that do not have access to e-mail. If you have any questions regarding the policy information in this bulletin, follow regional procedures.

Active bulletins are posted on the following websites:

- Texas Works Handbook (TWH) at <http://hhs.texas.gov/laws-regulations/handbooks/texas-works-handbook/texas-works-bulletins>.
- Medicaid for the Elderly and People with Disabilities (MEPD) Handbook at <http://hhs.texas.gov/laws-regulations/handbooks/medicaid-elderly-and-people-disabilities-handbook/mepd-policy-bulletins>.

## **Background**

The Texas Health and Human Services Commission (HHSC) identified that certain households were not sent renewal packets. Since these households were not informed of their requirement to renew benefits, HHSC extended the certification periods of households who were not sent a renewal packet and did not:

- Have their renewal completed or initiated prior to being extended, or
- Return a renewal packet.

**Note:** Staff must continue to process renewals that were initiated prior to being extended.

Texas Works programs were extended on September 14, 2016, and MEPD extensions will run tonight (September 16, 2016). A special emergency notification (Form H1809) of this extension will also be generated on tonight (September 16, 2016).

### **Extended Certification Period**

The impacted programs and applicable extensions are listed in the following chart.

<b>Program</b>	<b>Renewal Month Impacted</b>	<b>Extension Period</b>
MEPD - All types of assistance	October 2016	November - December 2016
MA Types of Assistance <ul style="list-style-type: none"> <li>▪ Medicaid for Breast and Cervical Cancer (TA 67)</li> <li>▪ Children's Medical Assistance (TP 44 and TP 48)</li> </ul>	September 2016	October - December 2016
Healthy Texas Women (TA 41)	September 2016	October - December 2016
SNAP	August 2016	September - November 2016
TANF	Between August 2016 Cut-off – September 2016 Cut-off	Between November 2016 Cut-off – December 2016 Cut-off

Households that were extended will be mailed a renewal packet based on the new certification period.

Please note the following for **Medicaid**:

- For Texas Works Eligibility Determination Groups (EDGs), if a packet is received after September 14, 2016, do not process the renewal until the EDG is in Review Required (RR) status.
- For MEPD EDGs, the EDG will remain in RR status and the renewal can be processed at any time.

Please note the following for **SNAP and TANF**:

- SNAP and TANF EDGs were reopened. SNAP EDGS were provided September benefits.
- SNAP streamlined reporting (SR) households that are extended past their original six month certification period retain their SR designation (TWH B-621, What to Report).

### **Automation**

Special processing to extend renewal due dates was completed as follows:

- Texas Works extensions: Completed September 14, 2016.

- MEPD extensions: Completed September 16, 2016.
- Case Comments for all programs: Inserted into TIERS September 16, 2016.
- Special Emergency Notification of Extension (Form H1809): Generated for all programs on September 16, 2016.

**Effective Date**

The information in this bulletin is effective upon release.